

ORDER FOR SUPPLIES AND SERVICES				IMPORTANT: See instructions in GSAR 553.370-300-1 for distribution		PAGE 1 OF 3 PAGE(S)	
1. DATE OF ORDER 03/26/2021		2. ORDER NUMBER 47QFPA21F0024		3. CONTRACT NUMBER GS00Q14OADS609		4. ACT NUMBER A22069482	
FOR GOVERNMENT USE ONLY	5. ACCOUNTING CLASSIFICATION				6. FINANCE DIVISION		
	FUND 285F	ORG CODE Q09FA000	B/A CODE AA20	O/C CODE 25	AC	SS	VENDOR NAME
	FUNC CODE AF151	C/E CODE H08	PROJ./PROS. NO.	CC-A	MDL	FI	G/L DEBT
	W/ITEM	CC-B	PRT./CRFT	AI	LC	DISCOUNT	
7. TO: CONTRACTOR (Name, address and zip code) (b) (6) MILLENNIUM ENGINEERING AND INTEGRATION CO. 1400 CRYSTAL DR STE 800 ARLINGTON, VA 22202-4153 United States (b) (6)					8. TYPE OF ORDER B. DELIVERY		REFERENCE YOUR
					Please furnish the following on the terms specified on both sides of the order and the attached sheets, if any, including delivery as indicated.		
					This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above numbered contract.		
					C. MODIFICATION NO. 000 TYPE OF MODIFICATION:		AUTHORITY FOR ISSUING
9A. EMPLOYER'S IDENTIFICATION NUMBER (b) (4)				9B. CHECK, IF APPROP WITHHOLD 20%		Except as provided herein, all terms and conditions of the original order, as heretofore modified, remain unchanged.	
10A. CLASSIFICATION A5. Veteran Owned Business					10B. TYPE OF BUSINESS ORGANIZATION C. Corporation		
11. ISSUING OFFICE (Address, zip code, and telephone no.) GSA Region 09 Alberto V Gomez 50 UNITED NATIONS PLZ SAN FRANCISCO, CA 94102-4912 United States (415) 436-8728			12. REMITTANCE ADDRESS (MANDATORY) MILLENNIUM ENGINEERING AND INTEGRATION CO. 1400 CRYSTAL DR STE 800 ARLINGTON, VA 22202-4153 United States		13. SHIP TO(Consignee address, zip code and telephone no.) (b) (6) 195 Challenger Way (Bldg 242) El Segundo, CA 90245 United States (b) (6)		
14. PLACE OF INSPECTION AND ACCEPTANCE (b) (6) 2420 Vela Way, Suite 1467 SMC/AXRC El Segundo, CA 90245 United States				15. REQUISITION OFFICE (Name, symbol and telephone no.) Nate Mobasserri GSA Region 9 901 CORPORATE CENTER DR MONTEREY PARK, CA 90024-3602 United States (310) 882-1088			
16. F.O.B. POINT Destination		17. GOVERNMENT B/L NO.		18. DELIVERY F.O.B. POINT ON OR BEFORE 03/28/2022		19. PAYMENT/DISCOUNT TERMS NET 30 DAYS / 0.00 % 0 DAYS / 0.00 % 0 DAYS	
<p align="center">20. SCHEDULE</p> <p>1. Order ID09200105 – SMC Rocket System Launch Program (RSLP) Program Management Support</p> <p>2. The United States Government, acting by and through the General Services Administration, Federal Acquisition Service (FAS) hereby makes award to Millennium Engineering and Integration Company pursuant to the terms and conditions set forth in the Request for Proposal (RFP) (Amendment 3), dated January 13, 2021, Millennium Engineering and Integration Company proposal dated January 19, 2021, their underlying Oasis Small Business (SB) Pool 5B Contract Number GS00Q14OADS609 NAICS Codes 541715, 541611, 541511 and this Form 300.</p> <p>3. Non-personal services: Millennium Engineering and Integration Company shall provide expertise and experience to accomplish a broad range of Acquisition Program Management, Acquisition Programming, Planning, Budgeting, and Execution (PPBE) Process Support; and Acquisition Engineering in support of the United States Space and Missile Systems Center/Rocket Systems Launch Program (RSLP) located at Kirtland Air Force Base (KAFB) in Albuquerque, New Mexico.</p> <p>4. Period of performance: Base: 03/29/2021 - 03/28/2022 Option Term 1: 03/29/2022 – 03/28/2023 Option Term 2: 03/29/2023 – 03/28/2024 Option Term 3: 03/29/2024 – 03/28/2025 Option Term 4: 03/29/2025 – 03/28/2026 FAR 52.217-8 (Option to Extend Services), if exercised: 03/29/2026 through 09/28/2026</p> <p>5. Task Order Line Items and Value:</p>							



Attachment 1

Performance-Based Work Statement (PWS)

for

Rocket Systems Launch Program (RSLP)

Program Management Support TO

Revision 1
615 August~~December~~ 202110

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1.0 INTRODUCTION

- 1.1. Mission:** This contract will provide services necessary to perform a broad range of program management support, which consists of Acquisition Program Management; Acquisition Programming, Planning, Budgeting, and Execution (PPBE) Process Support; and Acquisition Engineering Support Services. The Rocket Systems Launch Program (RSLP) serves as primary provider of launch activities for the space Research & Development (R&D) community supporting national security objectives and missile defense programs. RSLP is responsible for sustainment of decommissioned Minuteman (MM), Peacekeeper (PK) and other missile assets. Sustainment activities include aging surveillance (AS), storage & maintenance and logistics support. Additionally, on a cost reimbursable basis, RSLP provides flight test mission integration, program management, and other support to include transportation, refurbishment, modification, mission planning, payload integration and launch of excess missile assets. RSLP provides launch services for orbital and suborbital missions to support a variety of customers.
- 1.2. Background:** RSLP was established through a Secretary of Defense memorandum to the Secretary of Air Force, dated 21 Aug 72. RSLP has current authorization under Program Exhibit R-2, Element PE# 65860F. RSLP provides mission planning, payload integration, vehicle acquisition, processing, launch operations, booster storage and disposition, AS, maintenance and logistics support for selected Department of Defense (DoD) Research, Development, Test and Evaluation (RDT&E) launches. Past RSLP customers include the Air Force, Navy, Army, Missile Defense Agency (MDA), Defense Advanced Research Project Agency (DARPA), and National Reconnaissance Office (NRO). RSLP maintains exclusive control of decommissioned MM and PK excess ballistic missile (XBM) assets used in test to include refurbishment, transportation and handling, storage, and launch services.
- 1.3. Scope:** This Performance Work Statement (PWS) establishes the collective requirements for Contractor-provided services to the Space and Missile Systems Center (SMC), Small Launch and Targets Division (ECLX).

The scope of this PWS will support ECLX's RSLP launch services in the areas of: acquisition planning/execution, acquisition engineering, systems engineering, acquisition support to the PPBE process, contract management support, quality control, mission integration activities, mission design and planning, requirements tracking & verification, mission assessments, system concepts and design evaluations, risk management, system integration and testing, launch integration, payload to satellite integration, information assurance, mission operations, and schedule development, maintenance, and analysis.

This PWS covers the tasks required to support missions funded by both the Program Element and RSLP customers. As an OASIS SMC Technical Services-3 (STS-3) Task Order (TO), this effort falls within the scope of the STS-3 basic Indefinite Delivery

Indefinite Quantity (IDIQ) contract. STS-3 services are listed in Table 1: Technical Skill Sets.

TABLE 1: TECHNICAL SKILL SETS

Engineering Management	Technical Acquisition	Space and Ground Radar/Optical Systems
Baseline Management (Configuration)	Specialty Engineering (25 Disciplines)	System Integration
Data Management	Systems Safety and Environmental	System Design
Risk Management	System Security and Cyber Security	System Effectiveness and Analysis Support
Technical Planning	Integrated Logistics Support	Launch Processing and Verification
Systems Engineering Training	Test and Evaluation	Modeling and Simulation
	Acquisition Support	Software Independent Verification and Validation
		Mission Assurance Support
		Architecture Support

2.0 APPLICABLE DOCUMENTS

The Contractor shall comply with the most current version of all documents listed in Tables below, to include their reference documents if not already listed. In the event of conflict between the following directives, specifications or standards and the PWS, the PWS requirements shall take precedence. All documents are available on one of the following web sites:

AF: <https://www.e-publishing.af.mil/>
 CJCS/JP: <https://www.jcs.mil/library/>
 CNSS: <https://www.cnss.gov/cnss/>
 DNI/ICD: <https://fas.org/irp/dni/icd/>
 DoD: <https://www.esd.whs.mil/DD/>
 NIST: <https://csrc.nist.gov/publications/>

- 2.1. Compliance Documents:** Services provided must be performed in compliance with the following documents. If required, Air Force Technical Orders will be made available upon request.

TABLE 2: COMPLIANCE DOCUMENTS

Document	Title
AFI 91-204	Safety Investigations and Reports
AFMAN 21-202	Air Force Missile Maintenance Management
AFMAN 91-203	Air Force Occupational Safety, Fire, and Health Standards
CNSSI 1253	Security Categorization and Control Selection for National Security Systems
DODI 8500.01	Cybersecurity
DODI 8510.01	Risk Management Framework (RMF) for DoD Information Technology (IT)
NIST SP 800-53	Security and Privacy Controls for Federal Information Systems and Organizations

- 2.2. Reference Documents:** The following documents listed below provide additional information for reference use in providing services.

TABLE 3: REFERENCE DOCUMENTS

Document	Title
AFI 91-202	The US Air Force Mishap Prevention Program
AFSPCI 91-701	Launch and Range Safety Program Policy and Requirements
AFSPCMAN 91-710 V1	Range Safety User Requirements Manual Volume 1 - Air Force Space Command Range Safety Policies and Procedures
AFSPCMAN 91-710 V2	Range Safety User Requirements Manual Volume 2 - Flight Safety Requirements
AFSPCMAN 91-710 V3	Range Safety User Requirements Manual Volume 3 - Launch Vehicles, Payloads, and Ground Support Systems Requirements

AFSPCMAN 91-710 V4	Range Safety User Requirements Manual Volume 4 - Airborne Flight Safety System Design, Test, and Documentation Requirements
AFSPCMAN 91-710 V5	Range Safety User Requirements Manual Volume 5 – Facilities, Structures and Reusable Launch Vehicle/Reentry Vehicle Operating Location Requirements
AFSPCMAN 91-710 V6	Range Safety User Requirements Manual Volume 6 - Ground and Launch Personnel, Equipment, Systems, and Material Operations Safety Requirements
AFSPCMAN 91-710 V7	Range Safety User Requirements Manual Volume 7 - Glossary Of References, Abbreviations and acronyms, and Terms
AIAA S-110- 2005	Space Systems-Structures, Structural Components and Structural Assemblies
AIAA S-113- 2005	Criteria for Explosive Systems and Devices on Space and Launch Vehicles
AS PWS	Aging Surveillance Program Performance Work Statement
CNSSP 12	National Information Assurance Policy for Space Systems
DODI 8581.01	Information Assurance Policy for Space Systems Used by the Department of Defense
IEEE 15288.2	Technical Reviews and Audits on Defense Programs
LTS-10-2010-04	Test Requirements for Launch Vehicles
MIL-STD-882E	System Safety
MIL-STD-961E	Specification Practices
NAS 411	Hazardous Materials Management Program
NASA-STD- 5012	Strength and Life Assessment Requirements for Liquid Engines Fueled Space Propulsion System
OSP-4 PWS	Orbital Services Program-4 Performance Work Statement
RSLP 10-02	Event Record and Root Cause Analysis Reporting
RSLP 10-03	Lessons Learned
RSLP 10-09	Training Management Plan

RSLP 62-01	Systems Engineering Plan
RSLP 62-04	Risk and Opportunity Management Plan
RSLP 62-05	Configuration Management Plan
RSLP 62-11	RSLP Life Cycle Sustainment Plan
RSLP 91-10	System Safety Management Plan
RSLP-62-2019-01	RSLP Small Launch Performance Document (SLPRD)
RSLP-62-2019-02	RSLP Small Launch Interface Specification (SLIS)
SMC-G-012	Space System Safety Policy Process, and Techniques
SMC-G-1201	Assurance of Operational, Safety, Suitability, & Effectiveness
SMC-G-1202	Space Flight Worthiness Criteria
SMC-G-1202	Space Flight Worthiness Criteria
SMC-G-1203	Independent Readiness Review Team
SMC-G-1204	Space Launch Readiness Review
SMCI-62-109	Developmental Engineering
SMC-S-005	Space Systems – Flight Pressurized Systems
SMC-S-008	Electromagnetic Compatibility Standard Requirements for Space Equipment and Systems
SMC-S-011	Parts, Materials and Processing Control Program for Expendable Launch Vehicles
SMC-S-012	Software Development
SMC-T-004	Tailoring Instructions for MIL-STD-882E
SMC-T-009	Quality Space and Launch Requirements Addendum to AS9100D

3.0 GENERAL INFORMATION

3.1. Terms and Definitions: The following terms and definitions are applicable to this PWS.
Program Management Office (PMO): The AF office responsible for managing this TO is SMC/ECLX located at Kirtland AF Base (KAFB), NM.

Procuring Contracting Officer (PCO): The PCO, also known as the Contracting Officer (CO), is a Government representative designated by the AF to direct and/or redirect the efforts of the Contractor or modify any of the items of the contract. The PCO/CO is a part of the PMO, and for this SMC/ECLX TO, will be located at **GSAGSA**.

Contracting Officer Representative (COR): The COR is the Government representative appointed by the PCO/CO that is responsible for monitoring, evaluating and reporting Contractor performance on this TO. The COR will interface with the Contractor and the PMO.

Divisional Technical Representative (DTR): The DTR is the COR's Government representative within the division that is responsible for monitoring, evaluating and reporting Contractor performance on this TO to the COR. The DTR will interface primarily with the COR and is referred to as the 'PM' in the Deliverables.

Contractor Task Order (TO) Lead: Individual identified by the Contractor to manage this STS-3 TO. The Contractor TO Lead, also known as the Team Leader, has authority over and responsibility for all Contractor personnel and resources supporting this TO. The Contractor TO Lead shall coordinate contract responsibilities to include, but not limited to, ensuring the overall contractual effort is meeting the requirements of the basic contract and this TO. Additionally, the Contractor TO Lead acts as liaison between the SMC/EC, the PMO, and the Contractor.

Surge Requirement: Surge requirement is defined as short term work to support mission activities outside of the normal duty hours in order to meet urgent customer needs. The Contractor must ensure they can provide this type of flexibility. In the event of a surge need, the Contractor will be notified by the CO concerning the additional performance requirements.

In the event there are unanticipated increased RSLP demands for support services, the Government reserves the right to exercise "surge" option CLINs for additional hours and additional personnel.

Optional surge capability support will be invoked at the Government's discretion through a written TO modification issued by the GSA Contracting Officer. Prior to awarding the modification, the CO will provide the Contractor with a written request for surge capability specifying the unforeseen, ad hoc or unplanned increases in workload support required, the nature of work to be performed, deliverables, and required timeframes. The Contractor shall respond to this request in writing within five (5) business days with a quote showing the proposed staffing plan and notional schedule to meet the government's requirements.

If the Government requires additional urgent support services, the Contractor shall provide additional hours and/or personnel within five (5) business days of request by the Government, across any or all functional areas, for an amount of time to be determined by the Government. If the Government requirement is not identified as urgent, the normal response time is ten (10) business days from request. The Contractor shall be prepared at all times during the performance of this contract to respond to such unanticipated surges in demand for support services, making available qualified personnel in accordance with this

PWS. The Contractor shall also be required to support additional program offices, if assigned, due to ongoing reorganization within the SMC.

If the Government requires additional surge support services, the Contractor shall provide additional personnel at the request of the Government, across any or all functional areas, for the number of hours to be determined by the Government. The Contractor shall be required to support additional program offices, as assigned, due to ongoing reorganization within SMC.

Cross-Cutting Support: The Contractor shall provide cross-cutting support, which optimizes the Government's cost, schedule, and/or performance efficiencies. Cross-cutting personnel may support multiple programs based on their functional expertise.

Cross-cutting support is the integration of standard and surge workload functional expertise to support multiple organizations within RSLP. To provide a portfolio level outlook and assist total portfolio management, provide recommendations on ways to enhance the effectiveness of all RSLP activities, surge support, and allow workflow support flexibility. The Contractor is responsible for providing effective staffing that directly supports the mission in terms of cost, schedule, performance, and risk.

Non-Personal Services: The Government will neither supervise Contractor employees nor control the method by which the MAC Contractor performs the required tasks. Under no circumstances will the Government assign tasks to, or prepare work schedules for, individual Contractor employees. The Contractor will manage its employees and guard against any actions that are of the nature of personal services, or give the perception of personal services. If the Contractor believes that any actions constitute, or are perceived to constitute personal services, it shall be the Contractor's responsibility to notify the PCO immediately.

Data Rights: The Government shall retain unlimited rights to all data and deliverables developed at Government expense. During the period of the contract, records, documents, and associated papers shall be available for review at any time per Government request.

4.0 PERFORMANCE REQUIREMENTS

The Contractor shall provide Acquisition Program Management and Acquisition System Engineering support for RSLP as annotated in the following paragraphs.

4.1. RSLP Program Management Requirements

4.1.1. Launch and Rideshare Service Management Assistance: All direct labor support for this effort will be located at KAFB, NM.

The requirement for RSLP Launch and Rideshare Service Management Assistance consists of providing a broad range of support to the program launch and rideshare service/system/support acquisition activities, and specific acquisition support to RSLP.

For the broad range of support to the program launch service/system/support, the contractor shall analyze the requirements of potential RSLP orbital/suborbital launch/rideshare missions utilizing commercial and decommissioned intercontinental ballistic missile motors, and integrate those requirements into draft versions of Mission Requirements Documents/Technical Requirements Document, for Government review and approval. The Contractor shall analyze the requirements of each RSLP launch/support service contract and integrate those requirements into draft versions of acquisition documents, for Government review and approval. The types of acquisition documents includes: Statement of Work, Statement of Objectives, PWS, Acquisition Strategy Plan, Early Strategy and Issues Session, Acquisition Strategy Document, Contract Data Requirements List, and Request for Proposal Sections L&M. (CDRL A002, CDRL A00~~43~~)

For mission support, the Contractor shall provide updates of Mission Requirements Documents and Technical Requirements Documents for assigned programs, for Government review and approval. The Contractor shall prepare for, actively participate in and advise the RSLP mission manager during weekly launch vehicle program telecoms for assigned programs. The contractor shall prepare for, actively participate in and advise the RSLP Missions Manager and RSLP leadership during monthly Program Management Reviews (PMRs) for assigned programs. The Contractor shall prepare for, actively participate in and advise the RSLP program manager (PM) and RSLP leadership on all launch service contract major reviews and Government readiness reviews IAW SMC-G-1204. The Contractor shall prepare for, actively participate in and advise the RSLP mission manager and RSLP leadership on the Integrated Baseline Review for each assigned program. (CDRL A002, CDRL A00~~43~~, CDRL A00~~54~~, CDRL A00~~65~~)

The Contractor shall prepare for, actively participate in and advise the RSLP mission manager during Range Safety Working Group Meetings for each assigned program. The Contractor shall prepare for, actively participate in, and advise the RSLP mission manager during Ground Operations Working Groups for each assigned programs. The Contractor shall coordinate and track the launch vehicle frequency assignment process and advise the mission manager throughout. The Contractor shall prepare for, actively participate in and advise the RSLP mission manager during the following working groups/boards for each assigned mission/program; System Safety Working Group, System Security Working Group and Risk Management Working Groups. The Contractor shall analyze the requirements of each RSLP orbital launch mission or suborbital mission and integrate those requirements into draft versions of required Universal Document System documentation, for Government review and approval. (CDRL A002)

4.1.2. RSLP Acquisition Support: All direct labor support for this effort will be located at

Washington DC.

Acquisition support to the PPBE process is required for both orbital and sub-orbital missions. Daily, direct, on-location support to RSLP division and branch chiefs at KAFB and program elements monitors at Washington DC, is required. Details of tasks listed below will be provided to the Government on a weekly basis. There is no additional surge requirement expected for this effort.

The Contractor shall analyze the requirements of RSLP and Space Rapid Capabilities Office (SpRCO) programs to support the Government effort to integrate those requirements into the AF PPBE System and requirements generation process. The Contractor shall document the results of this analysis by preparing and providing bi-monthly briefings and presentations to justify RSLP and SpRCO funds provided through the President's budget. The Contractor shall prepare and present inputs, for Government review and approval, to quarterly updates of Research, Development, Test and Evaluation Documentation for presentation to Congress. The Contractor shall provide planning and mission requirements generation support for PPBE management functions. The Contractor shall perform quick response research to support monthly special studies and analyses to RSLP & the SpRCO to enhance their role in the space and launch vehicle acquisition requirement process. The Contractor shall perform bi-monthly studies and analyses to assess budget impacts and recommend changes in program direction for SpRCO and RSLP. The contractor shall prepare and provide monthly status reports to SAF/AQSL for SpRCO and RSLP. (CDRL A002, CDRL A00~~43~~, CDRL A00~~54~~)

4.1.3. RSLP Acquisition Engineering Support Services Requirements: All direct labor support for this effort will be located at KAFB with the exception of one position providing support from Los Angeles, CA.~~All direct labor support for this effort will be located at KAFB.~~

The basic requirement for RSLP Acquisition Engineering Support Services consists of providing a broad range of support to the program system engineering activities, and specific acquisition engineering support to RSLP.

Acquisition Engineering Support Services include providing acquisition engineering support functions to execute the programmatic cycle of engineering activities manned by RSLP in the support of its Research, Development, Test and Evaluation Documentation for presentation to Congress). These services include organizing the monthly Configuration Control Board (CCB), organizing monthly Risk Management board, organizing periodic lessons learned reviews, supporting entry/exit launch vehicle reviews for target and space launches, and maintaining various Command Media documentation. These services require expertise in a broad range of acquisition and engineering disciplines associated with the use of excess ballistic missiles and commercial motors in small/medium launch vehicle services. On each business day, the Contractor shall use as appropriate the following standardized and specialized software applications: M/S Office,

M/S Project, M/S Access, RSLP Lessons Learned Database, and the DoD Active Risk Management Tool.

The Contractor shall provide recurring analytical and systems engineering input, tracking and updating the RSLP Risk Management Process and RSLP Lessons Learned Process.

The Contractor shall update the appropriate databases monthly with any new risks or lessons learned, and when identified, update the appropriate databases with the associated mitigation strategies.

The Contractor shall develop two (2) RSLP program office procedures to meet specific identified process gaps that emerge from either the Risk Management or Lessons Learned processes.

The Contractor shall review and update up to twenty-five (25) current RSLP documents regarding the RSLP Command Media.

The Contractor shall plan and prepare for the monthly CCBs, including setting up conference rooms, taking minutes and documenting official dispositions. (CDRL A0065)

The Contractor shall provide recurring analytical and system engineering inputs and updates to the RSLP System Safety Program and shall track System Safety risks and Hazards associated with up to seven (7) launch vehicle IPTs.

The Contractor shall facilitate the System Safety Working Groups for the mission set IPTs. This will include maintaining cognizance of hazard identification, tracking, and mitigation activities and co-chairing (secretariat) the System Safety Working Group. (CDRL A0065)

The Contractor shall review all entry/exit criteria and provide an assessments for all of the major launch vehicle mission reviews below for the mission set: (There will be as many as a total (12) major reviews for different launch vehicles)

- System Requirements Review
- Preliminary Design Review
- Critical Design Review
- Mission Design Review
- Pre-Ship Readiness Review
- Flight Readiness Review

5.0 ADDITIONAL CONSIDERATIONS

5.1. Task Order Management: The Contractor will not be provided on-base office space for the purpose of TO management, including but not limited to contractor's personnel & contract management, financial management, and indirect charge employee support.

5.1.1. Task Order Management Plan (TOMP): The Contractor shall prepare a TOMP, for Government approval, that proposes the optimum method for completing this effort within the allotted time and budget. The plan must describe the approach, assessment processes (i.e., metrics) to quantitatively measure progress and performance, organization, schedule, personnel (including team members, consultants, and subcontractors) and deliverables projected to meet the requirements of this PWS. The contractor shall deliver and brief a draft version of the management plan to the COR within thirty (30) calendar days of TO issuance, and within five (5) working days after receipt of Government comments, update it, and return it to the Government for final approval. The Contractor shall maintain and update the plan for the life of the TO, to reflect any significant changes in priorities, resource availability, tasking approach or execution of the TO. (CDRL A001)

5.1.2. Quality of Support/Service: The Contractor shall accomplish tasks by providing qualified personnel possessing the appropriate combinations of education, training, security clearance and experience/skills. The Contractor shall utilize labor rates and man-hours necessary to accomplish the requirements as outlined in Section 4.0. Additionally, the Contractor shall provide qualified replacement/substitute personnel which meet or exceed the same standards.

The Contractor shall ensure quality performance of tasks as defined in Section 4.0 of this PWS. Quality of performance is the accomplishment of all tasks and delivered products with the specified time and zero rework. (CDRL A001)

5.1.3. Transition In-Planning: The Contractor shall be given a transition period of no more than 30 business days to provide qualified personnel that meet or exceed the stated qualification requirements per Section 4.0 Performance Requirements. The transition period is from the contract award date to the start date of performance. The Contractor shall adhere to the transition plan submitted as part of the proposal and shall inform the CO, PM, and COR of progress throughout the transition period. (CDRL A001)

5.1.4. Transition Out-Planning & Future Contracts: The Contractor shall participate in organizational, system, process and information knowledge transfer from the Government program office team: Government, Federally Funded Research and Development Center (FFRDC), Systems Engineering and Integration (SE&I), and Systems Engineering and Technical Assistance (SETA) members, to include overlap with existing Contractors, as applicable.

The Contractor shall facilitate organizational, system and process knowledge and information transfer from the Contractor to any new Contractors or Government entities

performing portions of this contract during the close out of this contract. A Transition-Out Plan must be provided as part of the TOMP to the CO, COR, and PM to track progress of administrative matters and provide adequate transition training to the follow-on Contractor. (CDRL A001)

5.1.5. Kick-Off Meeting: The Contractor shall be available to attend the kick-off meeting with the CO, COR, and PM and the division representatives within two (2) calendar weeks of Contract Award. The Contractor shall coordinate the date, time and location via e-mail notification to the members listed above.

5.1.6. Program Review: The Contractor TO Lead shall prepare and present quarterly Program Reviews to the Government summarizing performance in the past quarter and forecasting the next quarter's efforts. These reviews will assist the Contractor with determining positions requiring an increase or decrease to the current staffing support. There is an expectation that the Contractor Program Manager and TO CORs will have frequent and routine discussions on any staffing support changes.

5.1.7. Management of Personnel: The Contractor shall provide for all management and support of personnel. The Contractor shall maintain a stable workforce while minimizing the impact of any turnover and/or disruptions to the Government and/or mission. The Contractor shall ensure continuation of services during personnel absences due to sickness, leave, and voluntary or involuntary termination from employment such that there is no negative impact to the Government mission. Upon notification of a pending vacancy, the Contractor shall provide written documentation to the COR within one (1) business day. In the case of a no-notice departure, the Contractor shall immediately inform the COR. This written notification shall include the date and time the position will be vacant, anticipated replacement date, and management correction action, if needed, to ensure task mission remains on schedule toward completion. Additionally, the Contractor shall fill the vacancy within 15 business days. If the vacancy cannot be filled within the required 15 business days, the Contractor must provide written notification to CO.

The Contractor shall remove personnel at the CO's request. In addition to the remedies for poor performance, the CO may request removal (permanent or temporary) of personnel for security, safety, or health reasons, upon discovery of fraudulent credentials/qualifications, or when Contractor personnel behave in an unprofessional manner that would be considered unacceptable by a reasonable person (CDRL A001)

5.1.8. Key Personnel: The Contractor shall ensure that the following key personnel are available to support the RSLP effort:

Note: Table listing key personnel by title and qualifications from contractor's proposal will be inserted here prior to contract award.

Key personnel are expected to require access to information designated as For Official Use Only (FOUO) and Controlled Unclassified Information (CUI) as well as classified

information and, at a minimum, will require a favorably adjudicated Tier 3 investigation (T-3) or Tier-3 re-investigation (T-3R).

5.1.9. Training: The Contractor shall employ fully qualified employees with the required knowledge and expertise as described in this PWS. However, if Government-unique training is identified to perform their duties, then written approval must be obtained from CO prior to attending the training.

5.1.10. Identification: Contractor employees shall clearly identify themselves as “Contractors” at all times. This includes all communications (i.e., telephone, mail, electronic mail (email) and faxes), meetings, attendance sheets, and documents. In addition, Contractor personnel shall identify their company affiliation in email signature blocks. All Contractor personnel shall display their identification badge, which identifies them as Contractor personnel.

5.1.11. Place of Performance and Duty Hours: Task performance shall be at a Government facility located on KAFB, NM, and any other Temporary Duty (TDY) location including other Government facilities, contractor facilities and over locations as required consistent with PWS task requirements. Normal hours of operations are flexible. Core duty hours are 0900 to 1500, Monday through Friday, with two-hour flexibility before or after core hours. However, individual work schedules shall be coordinated with the COR to satisfy overall mission requirements.

5.1.12. Installation Closure: On occasion, the Government (Installation or Commander or designee) may close all or part of an installation in response to an executive order, emergency, or other situation, such as but not limited to: adverse weather, a base disaster, earthquake, civil disturbance, security incident, training drill, etc. Contractor personnel shall comply with instructions provided by authorities such as the Commander (or designee), fire, medical, security, or emergency personnel. In the event that the Contractor is prevented from performance, due to the closure of the installation or other circumstance beyond their control, then a limited amount of time may be charged as a direct cost until the Government exercises one of the following options:

The Government may grant a time extension for tasks affected by the closure (or other circumstance), subject to the availability of funds and period of performance limitations.

- (a) The Government may forgo the work. The Contractor may not charge the Government for services that are not performed.
- (b) The Government may reschedule the work on a day that is agreeable to both parties.
- (c) The Government may request that the Contractor perform the work at another location, such as the Contractor's facility, during the period of the installation closure (or other circumstance) if it is possible and appropriate. The Contractor shall bill the Government as specified in the GSA contract or this TO.

5.2. Deliverables: The Contractor shall provide deliverables by due date. Deliverables include but are not limited to: Deliverable requirements, vouchers, research & development, analyses and studies.

The Contractor shall submit data in accordance with the Contractor-Furnished Deliverable List and subsequent descriptions, which includes the following:

TABLE 4: CONTRACT DATA REQUIREMENTS LIST (CDRL)

CDRL	Deliverables	Frequency	Distribution	Format	QTY
A001	TO Management Plan (TOMP)	30 CED	See Exhibit A	E	1
A002	Monthly Status Report	Monthly	See Exhibit A	E	1
A00 4 3	Technical Report – Studies/Services	As Required	See Exhibit A	E	1
A00 5 4	Presentation Material	As Required	See Exhibit A	E	1
A00 6 5	Conference Minutes	As Required	See Exhibit A	E	1

5.3. Task Order Administration

5.3.1. Business Relations: The Contractor shall furnish all management, labor, tools, supplies, and materials (except as provided by the Government) necessary to perform the requirements contained herein, and; the Contractor shall establish processes and assign appropriate resources to effectively administer the requirement. The Contractor shall respond to Government requests for contractual actions as defined within the request. The Contractor shall have a single point of contact between the Government and Contractor personnel assigned to support TOs. The Contractor shall assign work effort and maintain proper and accurate time keeping records of personnel assigned to work on the requirement.

5.3.2. Program Management Reviews: The Contractor's single point of contact between the Government and Contractor personnel assigned to support TOs shall conduct semi-annual (twice per year) PMRs to the RSLP PM, with the COR and the CO. The agenda, date, and location of the PMR will be mutually agreed to by the above listed stakeholders and the Contractor. The Contractor shall take meeting minutes and provide these to the Government to capture action and activities that transpired at the PMR. (CDRL A002, CDRL A00~~5~~4, CDRL A00~~6~~5)

5.3.3. Status Report: The Contractor shall develop and provide a status report for this TO. The report shall: 1) summarize accomplishments of the previous month, 2) plans for the next month, 3) discuss major issues and/or concerns, 4) discuss new support needs, and 5) summarize the current financial billing profile and forecasted expenditures, including any projected shortfalls or under-runs. (CDRL A002)

5.3.4. eCMRA Reports: The Contractor shall report ALL Contractor labor hours (including subcontractor labor hours) required for performance of services provided under this TO via the secure data collection 33 site (i.e. Contract Manpower Reporting Application). The Contractor shall completely fill in all required data fields using the following web address: <http://www.ecmra.mil/>. Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the eCMRA help desk.

5.3.5. Subcontract Management: The Contractor shall be responsible for any subcontract management necessary to integrate work performed on this TO and shall be responsible and accountable for subcontractor performance on this TO. The Contractor shall manage work distribution to ensure there is no Organizational Conflicts of Interest (OCI). Contractors may add Subcontractors to their team after examination of information that there is no OCI issue or submission and approval of mitigation plan by the CO.

If a Subcontractor is contracted to perform the work on a requirement, a signed and processed DD Form 254 between the Contractor and Subcontractor may be required before the Subcontractor begins performance on this TO.

5.3.6. Cost Control: The Contractor shall demonstrate effectiveness in forecasting, managing, and controlling TO costs. The Contractor shall provide total accountability, accuracy, disclosure, control, forecasting, estimating, and overall management of all cost-based control activities, including Monthly Status Reports, Man-hour and Expenditure Reports, Trip Reports, certificates of service, invoices, proposals, and limitation of funds.

5.3.7. Task Order Accounting: The Contractor's TO accounting systems shall provide unit-level traceability of all cost reimbursable elements (e.g., travel, supplies/materials) to individual TO funding citation's Accounting Classification Reference Number (ACRN). (CDRL A002)

5.3.8. Temporary Duty Travel: The Contractor may be required to travel using commercial air, Government air, and other conventional modes. Travel arrangements will be based on individual tasks, and the cost of travel will be directly reimbursed from task funding. All travel Outside Continental United States and Continental United States (OCONUS & CONUS) requirements (including plans, agenda, itinerary, dates) shall be approved in advance by the COR or PCO; and is on a strictly cost reimbursable basis with no additional fee. Minimal local travel may be required. In no case will the total travel for each task exceed the travel dollars estimated/funded in the individual tasks/subtasks.

Travel to other government facilities or other Contractor facilities may be required. Costs for travel shall be billed in accordance with the regulatory implementation of Public Law 99-234, Federal Civilian Employee and Contractor Travel Expense Act of 1985 and FAR 31.205-46 Travel Costs and Joint Travel Regulations. The Contractor shall, at no charge

to the Government, submit a Notice of Excess Commercial Airline Ticket Cost report when the use of other than least costly air travel is required to complete a Government-directed task.

6.0 QUALITY ASSURANCE

6.1. Quality Control: The Contractor's performance during the life of the TO shall be monitored by the Government in accordance with the TO Quality Assurance Surveillance Plan. The Contractor shall develop, implement, and maintain a comprehensive inspection system that assures compliance with all requirements of this TO. The Contractor shall ensure quality performance of tasks of this PWS. Quality of performance is the accomplishment of all tasks and delivered products within the specified time and minimal rework. (CDRL A001)

6.1.1. Government Inspection: Contractor performance is subject to surveillance by the COR and DTR's assigned to ensure compliance with this TO to include performance quality.

6.1.2. Non-Conformances: The Contractor shall identify and control non-conformances through root cause analysis, corrective actions and preventive actions. Contractor shall focus proactive identification and transparency of issues, and on eliminating the cause to prevent reoccurrences. The Contractor shall maintain records of non-conformities and actions taken. The Contractor shall correct and provide response to all Government-identified non-conformances IAW timeframes specified by the CO. The TO identifies two types of non-conformances: minor and major and all records of non-conformance and corrective actions will be documented in Performance Assessment Reports and Quarterly Surveillance Reports and, if not corrected in a timely manner, may impact Contract Performance Assessment Ratings (CPAR).

6.1.3. Minor Non-Conformance: A minor non-conformance is a non-conformance, which by itself does not adversely impact the overall RSLP mission, safety of personnel and/or equipment, performance (quality), schedule (delivery), or cost. Minor non-conformances are typically low risk, and may be communicated through a Corrective Action Report (CAR) form with the minor box checked or another documented Government communication method.

Minor CARs are normally issued for any identified non-conformances, second notice minor CARs are normally issued for repeat non-conformances or failing to correct issues within a reasonable amount of time or non-conformances that increases risk to one specific technical element or program. Upon receipt of a minor CAR or another documented Government communication method addressing minor non-conformance, the Contractor shall complete applicable sections and return it to the PCO or COR, as specified, within the time specified in the notice. A formal corrective action plan is not required for minor CARs. Minor non-conformances shall be documented in order to be used in support of a Quarterly Surveillance Report, performance assessment or CPAR rating.

6.1.4. Major Non-Conformance: A major non-conformance is a non-conformance that adversely impacts (or has the potential to impact) mission, safety of personnel and/or equipment, performance (quality), schedule (delivery), or cost. This type of non-conformance increases risk to the Government and therefore has a risk assessment rating of moderate or high. For example, a PCO may find that a situation of increasing risk exists where there are a significant number of recurring minor non-conformances creating an indication of inadequate preventive measures/actions which lowers the Government's confidence that the Contractor can provide quality services on time & within cost.

The PCO may communicate major non-conformances on a CAR form with the major box checked. A suspense date for the Contractor's corrective action plan will be included as well as a summary of the minor CARs and documented customer complaints, if any, that have preceded this issuance. Major Non-conformances shall be documented in order to be used in support of a quarterly surveillance, performance assessment or CPAR rating. The Contractor shall generate a formal corrective action plan for major CARs and other documented Government complaints/concerns that will address at a minimum:

- Action taken to fix the immediate problem
- Root cause analysis of the problem to determine cause
- Corrective action on the cause of the problem
- Actions taken to prevent recurrence

The CO may issue a Cure Notice for a validated unresolved Division level, Directorate level major non-conformance issues. Additionally the CO will determine if a cure notice is appropriate for a validated unresolved major non-conformance issue which negatively impacted a major or high visibility program. Furthermore, any unresolved, validated division or directorate level major non-conformance issues may result in less than satisfactory performance on the Contractor's CPAR and past performance ratings.

6.2. Performance Requirements Services Summary: The Contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success. The below table summarizes the key services and how they'll be evaluated during contract performance.

Table 5: Services Summary

Performance Objective	Performance Threshold	Method of Surveillance
Quality		
Contractor assures customer satisfaction without any verified formal customer complaints.	No more than two (2) verified formal customer complaints/contract discrepancy reports per year. The Contractor must resolve customer complaints within ten (10) working days of receipt.	Validated Customer Complaint

Performance Objective	Performance Threshold	Method of Surveillance
Contractor provides engineering and technical recommendations to SMC/ECLX in all RSLP mission phases.	Contractor provides input within 10 working days or suspense as specified by the program lead with recommended solutions or plan of action.	Random Sampling
Coordinates resolution of contractor assigned program issues and facilitates team communication of assigned systems.	Issues are addressed within 10 working days or suspense as specified by program lead with recommended solutions or plan of action.	Validated Customer Complaint
Contractor actively participates in program office activities/meetings by providing technical insight and timely response to actions.	a. Contractor shall provide knowledgeable responses relative to Table 1 disciplines, mission areas, and projects. b. No more than 10 missed events per year.	Random Sampling
Schedule		
Contract deliverables are completed in an accurate and timely manner.	a. No more than one (1) late document per month. b. No more than two (2) sets of corrections required on any product. All corrections must be submitted within one (1) working day of revised suspense.	Periodic Review
Business Relations		
Comply with Contract security requirements.	No more than one (1) security violation or Classified Message Incident (CMI) per year.	Periodic Review
Provide responsive personnel management/direction to provide timely responses to contingencies, modifications, and tasking.	Clear, consistent, and accurately written or verbal responses and/or acknowledgement within one (1) working day or suspense as specified by the program lead.	Random Sampling
Deliverable Reports		
Timely delivery of required reports.	a. No more than one (1) late document per month. b. No more than two (2) sets of corrections required on any product. All corrections must be submitted within one (1) working day of the revised suspense.	Periodic Review
Key Personnel		
Provide qualified personnel in a timely manner.	a. New or replacement personnel are identified within 15 days from the time the need for new personnel is identified.	100% Inspection

Performance Objective	Performance Threshold	Method of Surveillance
	b. New or replacement personnel shall be in place within five (5) working days of program clearances being administered.	
Personnel possess required security clearances.	a. Key personnel are required to possess and maintain an active TS/SCI security clearance (excludes the first 30 days after contract award where 80% of contractor personnel is required). b. 100% completion of the required annual security training.	100% Inspection

7.0 SECURITY REQUIREMENTS

The security requirements for this task are detailed in the DD Form 254; the approved DD Form 254 for these efforts will be attached to the TO.

- 7.1. Contractor Security Requirements:** Access to classified national security information up to TOP SECRET, with SCI access is required under this contract. Access to Critical Nuclear Weapon Design Information (CNWDI) and North Atlantic Treaty Organization (NATO) Information is also required. The Government will provide the contractor with system security classification guidance and instructions as required. Work involving access to or production of classified information will be performed at KAFB, NM unless otherwise specified.~~Access to classified national security information up to TOP SECRET, with SCI access is required under this contract. The Government will provide the contractor with system security classification guidance and instructions as required. Work involving access to or production of classified information will be performed at KAFB, NM unless otherwise specified.~~

The Contractor shall comply with the contract security requirements and Contractor access to classified information as specified in the contract attachment DD Form 254, “Security Classification Guide (SCG)” as well as security requirements flowed down and identified in the following subparagraphs.

The Contractor shall ensure personnel, information, system, property, facility, and international security requirements are met. All Contractor personnel shall be U.S. citizens. The Contractor shall comply with Government Security regulations including, but not limited to, DoDI 5200.02, DoDM 5220.22-M, DoDD 5205.02, DoDM 5205.02-M, and AFI 31-101.

- 7.2. Non-Disclosure Agreements:** The Contractor is responsible for obtaining all non-disclosure agreements with all applicable Government, corporate, supplier, and sub-tier vendors with proprietary, restricted, competition sensitive, or any other restricted (e.g. non-foreign disclosure due to public law) data that will be used or accessed during the execution

of this TO, within 30 calendar days of contract award. [CDRL A001] The Contractor shall provide a copy of each NDA to the PCO and PM/COR.

- 7.3. Access:** The Contractor shall permit the PCO or authorized representative access to all work areas, records, and data used in the performance of the contracted services. The Contractor shall provide support, and not interfere with the PCO, CORs, State, Federal and other designated personnel in the performance of their official duties. Access shall be provided as soon as possible, but not exceed one (1) workday after the request.

The Contractor will require access to the following systems:

Joint Wide Intelligence Communications Systems (JWICS)

Secret Internet Protocol Router Network (SIPRNET)

DARPA Secret Wide Area Network (DSWAN)

The Security Requirements for these systems are outlined within the DD 254 for the contractor to adhere to.

- 7.4. Information Access:** The Contractor shall maintain and store internally generated data, and shall permit Government access to all documentation which is related to the TO. The Contractor shall also provide the Government access to Contractor computer databases and files containing TO generated programs, management tools, and resource utilization cost information.
- 7.5. Physical Security:** The Contractor shall safeguard all Government property and controlled forms provided for Contractor use and adhere to the Government property requirements contained in this TO. At the end of each work day, all Government facilities, equipment and materials shall be secured. This pertains to work stations.
- 7.6. Industrial Security**
- 7.6.1. Clearance Requirements:** Comply with DD Form 254 requirements. The Government will oversee handling and storage of classified information and provide appropriate storage capability for all classified material. All classified information shall be returned to the government upon termination of this TO.
- 7.6.2. Security Clearances:** Ensure Contractor personnel have appropriate clearances prior to commencing work on this TO unless otherwise approved in writing by the PCO. The Contractor shall also complete visit requests for each individual that will be performing work on a TO in the Defense Counterintelligence and Security Agency (DCSA), formerly

Defense Security Service (DSS), Joint Personnel Adjudication System (JPAS) prior to performance start unless otherwise approved in writing by the PCO. There may also be a requirement that the individual possess a specified security clearance in addition to the requirements listed below. Note: Key Personnel performing services detailed in Sections 4.1 of this TO require TS/SCI Clearances. It is highly desirable for the remaining personnel to possess a TS/SCI Clearance.

- 7.7. Security Oversight Office:** Contractor performance involving Sensitive Compartmented Information (SCI) will be under the exclusive security oversight of the respective Special Security Office at that base. SAF/AQL has exclusive security oversight for all performance involving Special Access Programs (SAP) at locations associated with this PWS.
- 7.8. Trustworthiness Determination:** Trustworthy determinations are required for access to unclassified government information technology (IT) systems. A favorable National Agency Check with Written Inquires (NACI) is required for IT Level III access (see Local Area Network paragraph). The Contractor shall submit personnel security investigative paperwork for trustworthiness determinations IAW AFI 16-1406.
- 7.9. Visitor Group Security Agreement:** With the assistance of the respective AF Force installation security offices, the Contractor shall enter a Contractor Visitor Group Security Agreement in the Joint Personnel Adjudication System (JPAS) between the Contractor and the Small Launch and Targets Division (ECLX). The Agreement will outline responsibilities in the following areas: Contractor security supervision; Standard Practice Procedures; access, accountability, storage, and transmission of classified material; marking requirements; security education; personnel security clearances; reports; security checks; security guidance; emergency protection; protection of Government resources; DD Forms 254; periodic security inspections; end of day security checks IAW the organizational Visitor Group Security Agreement.
- 7.10. In/Out Processing:** Ensure Contractor personnel in-process with the unit security manager/information systems security officer on the first duty day in the Government activity and out-process with the unit security manager/information systems security officer no later than the period of performance end date of this TO, or no later than the last duty day in the Government activity, whichever occurs first. Contractor personnel shall repeat this process with this TO regardless if the employee is employed with the same Contractor or the task performance occurs within the same Government activity. This process will facilitate issuance/retrieval of Common Access Cards, issuance/termination of computer

accounts and building accesses. Personnel not meeting criteria for a Common Access Card will follow the local base/MAJCOM procedures.

- 7.11. Security Training:** Ensure Visitor Group personnel participate in the Government activity's initial and recurring security training IAW AFI 16-1404, AFI 16-1406 Chapter 3, AFI 10-701, and the Visitor Group Security Agreement, Training Section.
- 7.12. Traffic Laws:** Ensure all Contractor employees comply with base traffic regulations.
- 7.13. Weapons, Firearms and Ammunition:** Contractors shall not possess weapons, firearms, or ammunition, on themselves or within their Contractor-owned vehicle or privately-owned vehicle while on any installation or any office/working location covered under this TO.
- 7.14. For Official Use Only (FOUO):** Comply with DoDM 5400.07 and AFMAN 33-302 FOIA requirements. This regulation sets policy and procedures for the disclosure of records to the public. See DoDM 5200.01 Volume 4, for marking, handling, transmitting and safeguarding controlled unclassified information material.
- 7.15. Controlled Unclassified Information:** Contractor personnel may be required to receive or transmit classified documents. Specific security requirements will be defined in the DD254. The Contractor shall comply with DoDM 5200.01 Volume 4, for identification, protection and training requirements of CUI. The contractor shall be responsible for training their personnel and accomplishment of the out-processing procedures identified in DoDM 5200.01 Volume 4. The contractor shall comply with DoDM 5400.07 and AFMAN 33-302 FOIA requirements. Protection of unclassified DoD information not approved for public release on non-DoD Information Systems will be protected IAW DoDI 8582.01.
- 7.16. Reporting Requirements:** Report to an appropriate Government authority any information or circumstances, which they are aware of that may pose a threat to the security of DoD personnel, Contractor personnel, resources and classified or unclassified defense information.
- The Contractor shall immediately notify the Government Security Office and CO of any potential or actual security incident or violation including potential or actual unauthorized disclosure or compromise of classified and/or controlled information.
- 7.17. Controlled/Restricted Areas:** Implement local base procedures for entry to AF controlled or restricted areas where Contractor personnel shall work. The Government will complete an AF Form 2586, Unescorted Entry Authorization Certificate, completed and signed by the sponsoring agency's Security Manager, before a Restricted Area Badge will be issued. Contractor employees shall have a favorably completed National Agency Check plus written Inquiries (NACI) investigation before receiving a Restricted Area Badge. Interim access may be granted IAW AFI 31-501_AFOSISUP. Contractor personnel must have

appropriate clearances prior to commencing work on this TO unless otherwise approved in writing by the CO.

7.18.Lock Combinations: The Contractor shall control access to all Government-provided lock combinations to prevent unauthorized entry. The Contractor is not authorized to record lock combinations without written approval by the COR. Records with written combinations to authorized secure storage containers, secure storage rooms, or certified vaults, shall be marked and safeguarded at the highest classification level as the classified material maintained inside the approved containers.

7.19.Restricted/Formerly Restricted Data: Obtain a final U.S. Government clearance at the appropriate level before obtaining access to RESTRICTED DATA and FORMERLY RESTRICTED DATA.

7.20.Classified Visits: The Contractor shall process all classified visit requests via the Joint Personnel Adjudication System (JPAS) in support of tasks within DoD. Classified visits outside DoD will require Visit Authorization Letters (VALs) IAW the National Industrial Security Program Operating Manual (NISPOM).

7.21.Facility Clearances: For off-base facilities, the Contractor shall plan on the facility clearance level of Secret though Top Secret.

The Contractor shall comply with program security classification guides (SCGs) and shall mark and protect information in accordance with program SCGs. Additionally, the Contractor shall pass down the security requirements to all subcontractors and team members, as stated in the contract.

7.22.Operations Security (OPSEC): The purpose of OPSEC is to reduce the vulnerability of USAF missions to adversary collection and exploitation of critical information. Critical Information is defined as information about USAF missions or activities the adversary needs to achieve their goals. The Contractor shall ensure compliance with DoDD 5205.02, DoDM 5205.02-M, and/or other applicable Government security regulations including procedures to protect classified and/or controlled classified Government projects and/or programs. The Contractor shall implement security requirements as listed in the unit's OPSEC Plan, which will be provided as Government Furnished Information (GFI).

8.0 GOVERNMENT FURNISHED EQUIPMENT/FACILITIES

The Government will not be held liable for damages to the Contractor's personal or real property. All equipment must be authorized by the Government for use. Work products will be transmitted in a secure manner approved by the PCO. For Official Use Only (FOUO) and sensitive non-classified data may be taken to alternative worksites if necessary precautions are taken to protect the data, in accordance with DoD & USAF regulations.

8.1. Utilities: All utilities in the facility will be available for the contractor's use in performance of duties outlined in this PWS. The Contractor shall instruct employees in

utilities conservation practices. The contractor shall be responsible for operating under conditions that preclude the waste of utilities.

- 8.2. Facilities:** The Government will furnish all of the necessary workspace for the Contractor staff to provide the support outlined in this PWS to include desk space, telephones, computers, and other items necessary to maintain an office environment. The Government will provide access to facilities, office space, supplies and services, to include workstations, computers and phones. Access will be granted to classified and unclassified military local area network (LAN) services, classified military local area network services, LAN support, telephones, and reproduction facilities. If the Contractor determines additional equipment is required, the Contractor shall notify the Government, in writing, of the applicable information/equipment required to accomplish the mission.

The Contractor shall assume responsibility for all Government Furnished Equipment/Property in their possession. Government-issued badges, identification cards, passes, and vehicle registration media are accountable forms and, as such, are U.S. Government property to be accounted for, protected, and returned to the Government. This responsibility shall extend to any subcontractors.

- 8.2.1. Protection from Loss:** Government furnished equipment/property must be reasonably protected from loss, theft, or unauthorized use. The Contractor shall be responsible for understanding security obligations and shall assist in the formulation of adequate procedures for the safeguarding of classified defense and other protected information that is under the Contractor's control. Procedures must also be developed for the normal and emergency protection of Government equipment and facilities under the Contractor's control.